School of Public Affairs and Administration

New Student Orientation
Spring 2019
WELCOME TO SPAA!

RUTGERS
THE STATE UNIVERSITY
OF NEW JERSEY

SCHOOL OF PUBLIC AFFAIRS AND ADMINISTRATION
CENTER FOR URBAN AND PUBLIC SERVICE
Welcome From The Dean

Charles Menifield, PhD
Dean
School of Public Affairs & Administration
Agenda

- Introductions
- MPA Program
  - Courses and Curriculum
  - Policies
- University Policies
- Resources and Services
- Registration
- Questions?

Ask questions at any time!
Meet the SPAA Faculty and Staff

- SPAA faculty and staff will be present throughout Orientation
- Introduce yourself and ask any questions you may have

- Domonic Bearfield, Associate Dean for Student and Academic Services
- Rachel Emas, Director of Master of Public Administration Programs
- Gail Daniels, Assistant Dean for Graduate Programs
- Reena Patel, Academic Advisor
- Jasmine Lynch, Program Coordinator for Outreach and Recruitment
- Terry Hall, Director of Writing and Career Development Center
Master of Public Administration

Rachel Emas, PhD
Assistant Teaching Professor
Director of the MPA Program

Domonic Bearfield, PhD
Associate Professor
Associate Dean of Student & Academic Services
Curriculum
Master in Public Administration

- 42 credits total (14 courses)
- 11 core courses
- 3 electives

For more information, check our website at http://spaa.newark.rutgers.edu/online-mpa
Course Outline

Core I: Foundation (12 credits/4 courses)
- Introduction to Public Administration (3)
- Technology and Public Administration (3)
- Economics for Public Administration (3)
- Administrative Ethics (3)

Core II: Research & Analysis (6 credits/2 courses)
- Applied Statistics (3)
- Applied Research Design (3)

Core III: Management (9 credits/3 courses)
- Managing Public Organizations (3)
- The Public Policy Process (3)
- Human Resources Administration (3)

Core IV: Financial Management (3 credits/1 course)
- Public Budgeting Systems (3)

Core V: Application (3 credits/1 course)
- Capstone Project (3)

Concentration/Electives (9 credits/3 courses)
- Depends on selected concentration

- 42 credits total (14 courses)
- 11 core courses
- 3 electives
Concentrations

The MPA program does not require a concentration. To earn a concentration, you must take 2 courses from the same area:

Public and Nonprofit Performance Management
- Results-Driven Strategic Management
- Evidence-Based Public Management & Policy
- Performance Measurement and Reporting for Public & Nonprofit Organizations

Budgeting and Financial Management
- Public Financial Management
- Capital Budgeting and Debt Management
- Government Revenue Theory and Administration

Nonprofit Management
- Nonprofit Budgeting
- Grant Writing and Grants Management

Healthcare Administration
- Healthcare Finance
- Healthcare Management
- Health Systems & Policy

Leadership of Public Organizations
- Intergovernmental and Intersectoral Management
- Leadership and Diversity
- Labor Relations

Technology and Information Management
- E-Governance and Digital Services
- GIS for Public and Nonprofit Management
- Data Management for Public and Nonprofit Organizations

Course Descriptions can be found at: https://spaa.newark.rutgers.edu/courses
Other Electives

MPA program offers special opportunities such as internships or study abroad

Examples of Programs Offered

- Special Topics: Dominican Republic – Winter Session – 1 week
- Advanced Study: Seoul, Korea – Summer Session – 1 week
- Advanced Study: How London Works – Summer Session – 1 week

Specifications

- Each is 3 credits
- Counts as an elective
- Must apply and be selected to participate
- Applications usually distributed at least 2 months in advance
Internships and Independent Studies

Internships:
• MPA Program does not require an internship
• Recommended for pre-career and career-changing students
• Requires approval from MPA Director in advance
• 3 credits and only counts as an elective

Independent Study:
• MPA Program does not require an independent study
• Independent study is available on a very limited basis
• Completion of research project under direct supervision of a core faculty member
• Requires approval from supervising faculty member and MPA Director before enrolling
• 3 credits and only counts as an elective

Apply using the forms found online:
MPA Independent Study Form
MPA Internship Guidelines and Contract
Syllabi and Books

Course syllabi can be found on SPAA website or asking the instructor
http://spaa.newark.rutgers.edu/mpa-course-schedules
MPA Program Policies

- Prerequisites: Applied Statistics → Applied Research Design → Capstone
- First Semester Requirement: Introduction to Public Administration
- Last Semester Requirement: Capstone Project
- Warning Grades
- Withdrawal/Incompletes
- Leave of Absence
- Failing Grades
- Grade Appeals
- Graduation
  - October, January & May degrees awarded
  - Commencement Ceremony in May
    - Must have 3.0 GPA at the time of graduation
  - Honor Society, Pi Alpha Alpha
    - Cumulative 3.85 at the time of graduation
- MPA Policy Handbook: https://spaa.newark.rutgers.edu/mpa-policies
University Policies

Academic Integrity
- properly acknowledge and cite all use of the ideas, results, or words of others
- make sure that all work submitted as his or her own
- obtain all data or results by ethical means and report them accurately
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- uphold the canons of the ethical or professional code of the profession for which they are preparing.

Code of Student Conduct
- Acts of dishonesty
- Safety Violations
- Physical Misconduct
- Sexual Harassment, Sexual Violence, Relationship Violence, Stalking and Related Misconduct
- Defamation
- Hazing
- Invasion of Privacy
- Theft or Damage to Property

http://academicintegrity.rutgers.edu

http://studentconduct.rutgers.edu
Disability Services

- Not retroactive
- Student must disclose
- Must get accommodation(s) approved through the Office of Disability Services

Steps to Get Accommodations
1. Complete and submit the Registration Form
2. Schedule an intake meeting – (973)353-5300
3. Submit appropriate documentation
4. Allow up to 30 days to process
5. Provide accommodation letter to faculty members

Types and Examples of Accommodations

- Exam Accommodations
- Note taking services
- Alternative Course Materials
- ASL/CART Services
- Accessible Parking
- Assistive Technology
- Certification for Parking
- Additional Parking Request
- Accessible Table/Chair Request
- Accessible Transportation Request Form

http://robeson.rutgers.edu/studentlife/disability.html/
Student Success Center

• Academic Advisors
  • A - M: Gail Daniels
gaild@rutgers.edu
  • N - Z: Reena Patel
reepatel@newark.rutgers.edu

• Writing and Career Development Center
  • Workshops
  • One on one coaching
  • Resume and cover letter writing
  • Job board
  • Lending library
tlh135@newark.rutgers.edu

• SPAA Student Bulletin
  • Biweekly e-newsletter with key info
Scholarships Available

Scholarship applications are **accepted in Spring semester**. If awarded, money will be **applied to Fall semester** term bill.

**Scholarships awarded by SPAA:**

- Marcia Lynn Whicker Memorial Scholarship
- Louis Eckstein Fellowship
- Annette McIntyre Family Endowed Scholarship
- SPAA MPA Scholarship
- SPAA Book Fund

GPA Requirement is a 3.5, so keep your grades up!

Visit the Financial Aid website for a listing of other off-campus scholarships! [https://Financialaid.Rutgers.edu](https://Financialaid.Rutgers.edu)
Student Resources

- Rutgers Library
  Contact: Roberta Tipton (tipton@rutgers.edu)
  Website: http://libguides.rutgers.edu/pubadmin

- Writing Center
  Website: tlh135@newark.rutgers.edu
  Phone: 973-353-2571

- Academic Calendar: https://registrar.newark.rutgers.edu/office-registrar-fall-academic-calendar

- SPAA Website: https://spaa.newark.rutgers.edu/

- Rutgers Online Schedule of Classes: http://sis.rutgers.edu/soc

- WebReg: https://sims.rutgers.edu/webreg

- Student Accounting: http://studentabc.rutgers.edu

- Financial Aid: https://financialaid.rutgers.edu/

- Office of the Registrar: http://registrar.newark.rutgers.edu/

- Find Tech (Software and Technology): http://findtech.rutgers.edu/tmplt.php?pg=home

- Email: https://oit.rutgers.edu/scarletapps (manage email address settings from here)
Spring 2019 Registration

- Course registration via [https://sims.rutgers.edu/webreg/](https://sims.rutgers.edu/webreg/)
- Log in with NetID, then select term, location, and level
- Search for subject **Public Administration (834)**
  - MPA Courses will always start with **20:834:XXX**
Registration

- MPA Advising Worksheet
  - Maintain updated form
  - Bring to advising appointments

Available via: https://spaa.newark.rutgers.edu/media/1355/download
What are your questions?

Have a great semester!